Quick Reference Guide
Vendor Maintenance

Once you are registered and have a login and password, you must make sure your information is current within the system to ensure that you are notified of relevant solicitation opportunities, POs and change orders sent to you by the Texas General Land Office. You can do this by accessing the BuySpeed login screen at https://buy.glo.texas.gov/bso/ and signing in with your unique Login ID and Password, which were created either during the self-registration process or sent to you by an administrator at the Texas General Land Office.

Who Can Update Vendor Data?

Upon logging into BuySpeed with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**. Please see the separate Quick Reference Guide, "Vendor Maintenance – Add a User" for adding other users to your vendor profile to act as either Sellers or additional Seller Administrators.

Please note that **if you are a CMBL registered vendor**, updates to your general address, email, primary contact, CMBL and HUB Status, HUB Gender and Ethnic categories, phone, fax, Commodity (NIGP) codes and Districts Served should be made in CMBL, not in BuySpeed. Any changes in BuySpeed will be overwritten nightly with the data contained in CMBL.

Please also note that the Texas General Land Office is prohibited by law from maintaining a bidders list that is separate from CMBL, and that as such, only CMBL vendors will be notified of solicitation (Bid) opportunities. For more information on registering as a State of Texas Vendor to receive bid opportunities from the Texas General Land Office and other State agencies, please visit http://www.window.state.tx.us/procurement/prog/cmbl/

Seller Administrators are presented with three initial options on their **Homepage**:

By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

Updating Vendor General Information

BuySpeed will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the Agency to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information. Please note that the Vendor Email address in the General Organization Information screen is the address to which notifications regarding Bid opportunities and POs that have been awarded to your firm will be sent. Any additional users you create within your Vendor profile as Sellers will be able to view and respond to documents online, but will not receive individual initial email notification about available Bids.

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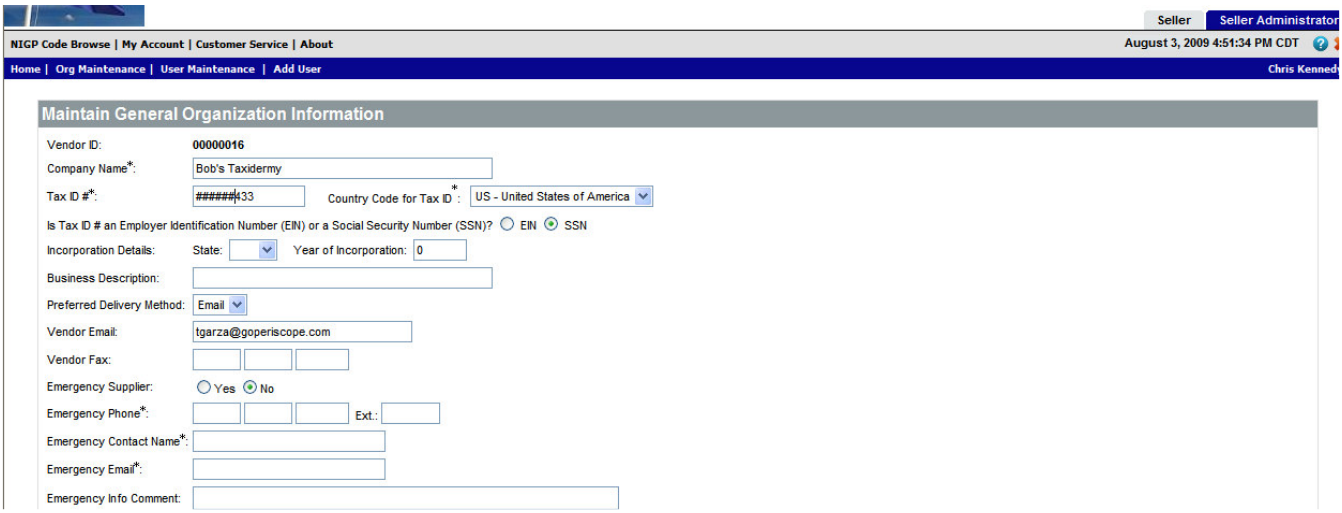
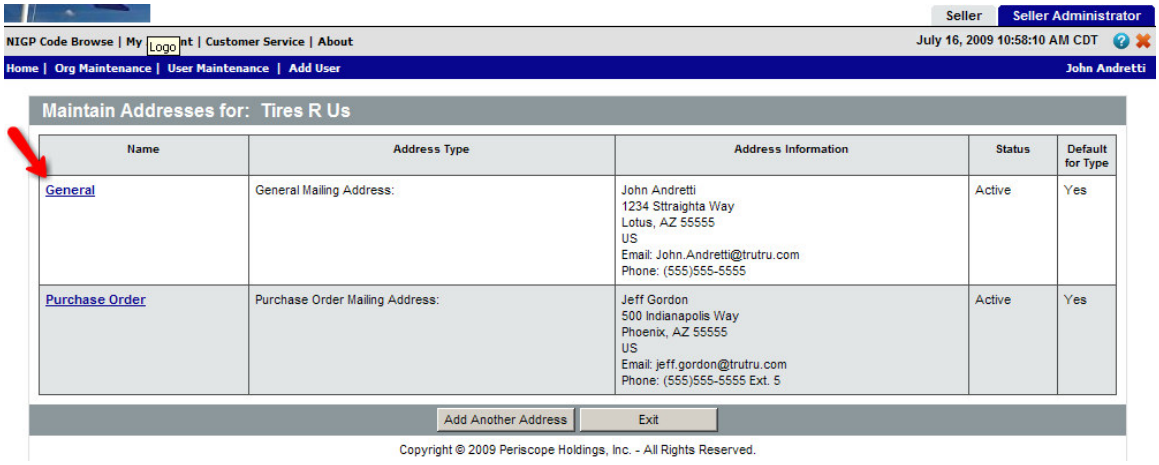
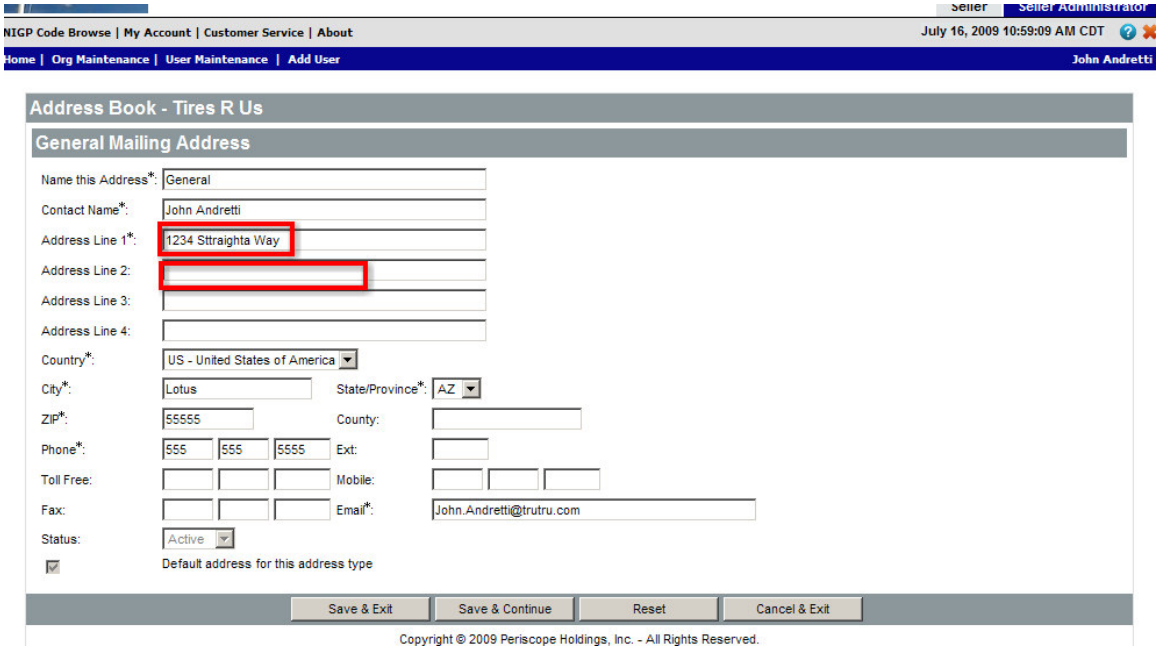


Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.



BuySpeed allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the State); however, you will be asked to identify a Default address for each type you create. **If you are a CMBL registered vendor, your General address is the one created from CMBL, and modifications to it will be overwritten until any necessary changes are made in the CMBL system.**



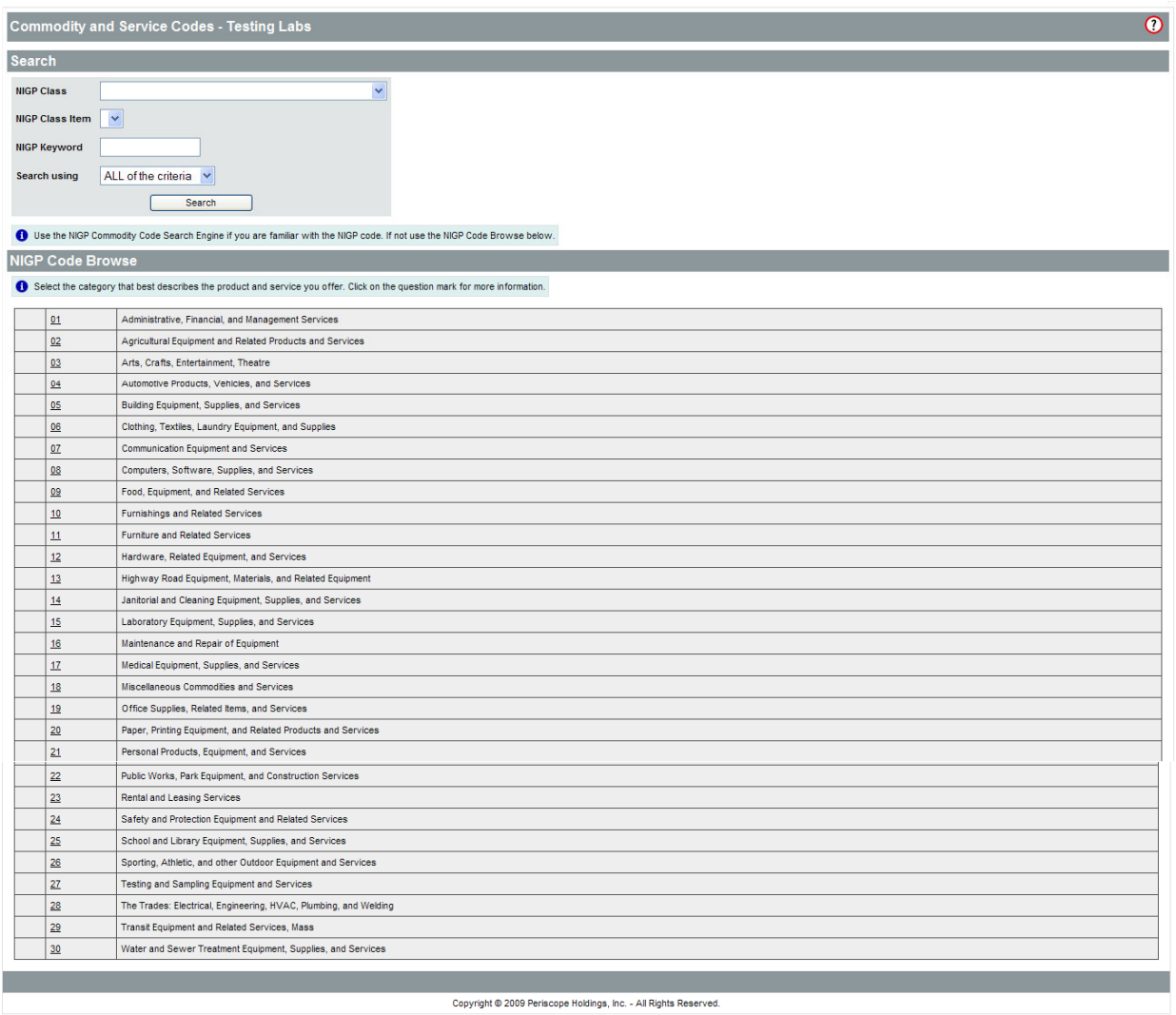
Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

Updating Commodity Codes and Services

To update information you have provided about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered. **If you are a CMBL registered vendor, your Commodity Codes are the ones created from CMBL, and modifications to them will be overwritten until any necessary changes are made in the CMBL system.**

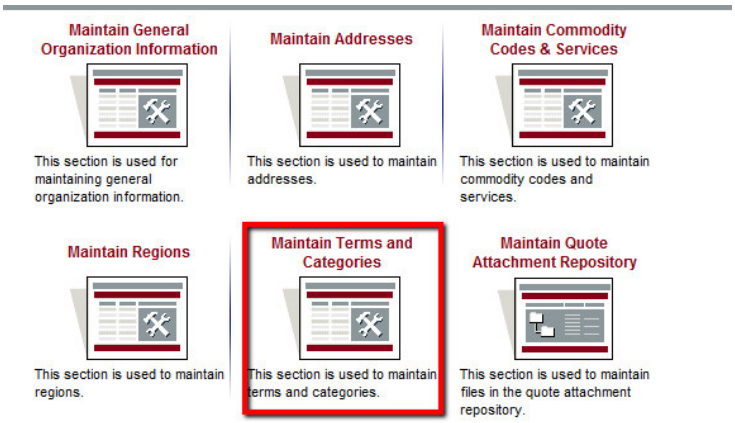
For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.



Updating Terms and Categories

To update information you have provided regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.



Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the State, as well as designate your status for various categories and certifications requested
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If you are a CMBL registered vendor, your CMBL / HUB Status, HUB Ethnic, HUB Gender, Districts Serviced, Phone and Fax numbers are the ones created from CMBL, and modifications to them will be overwritten until any necessary changes have been made by your company's authorized representative, in the CMBL system.

If you are NOT a CMBL Vendor, your CMBL / HUB Status, HUB Ethnic and HUB Gender categories should be set to Not Applicable (NA). If you are interested in becoming a CMBL or HUB vendor, please see the link on page 1.

After you've completed this screen, click **Save & Continue Registration** along the bottom.

Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

Category: CMBL / HUB Status

Description: CMBL and HUB Status Indicator

Please select exactly one category value

Select	
☑	HUB Only - Not CMBL
☐	HUB and CMBL
☐	CMBL - not HUB
☐	Not Applicable

Notes:

Category: Complete Fax Number